



NOW HIRING: GRADUATE ASSISTANT, SERVICE PROGRAMS

THE POSITION

The Service Programs Graduate Assistant will work to assist the staff and student leaders that provide various Service programs and initiatives including **Alternative Student Breaks**, the **Auburn University Dance Marathon**, the **Beat Bama Food Drive**, **IMPACT**, and **The Big Event**.

Early on, Graduate Assistants work closely with a full-time staff member to advise their program area's students. As they become more experienced, Graduate Assistants are provided the opportunity to more independently advise one or more teams of students to ensure they are prepared for their first full-time job.

This Graduate Assistant will also have the opportunity to work with Student Involvement staff and campus partners on a variety of office-wide programs and initiatives. This position will report to the full-time Coordinator of Service Programs position.

General Duties (including, but not limited to the following):

- Co-advising and supporting student leaders in Student Involvement Service Programs;
- Providing direction and guidance to student leaders as they plan, execute, and assess programs and projects;
- Occasionally leading Alternative Student Break service trips as a trip advisor;
- Participating in Student Involvement weekly staff meetings and periodic retreats;
- Assisting with the planning and execution of various Student Involvement events;
- Assisting with the coordination of facility reservations for Service Programs;
- Attending occasional weeknight and weekend meetings and events;
- Prioritizing academics while also contributing 20 hours per week to Student Involvement;
- And helping with other duties as assigned or as desired by the GA to allow them different experiences to broaden their professional readiness.

ABOUT STUDENT INVOLVEMENT

450+ organizations on *AUinvolve*
18,000+ students involved in at least one organization

SIX portfolios including:
Emergence Leadership programs
Student Governance
Student Media
Student Organizations
Student Programming
Service Programs



ABOUT STUDENT INVOLVEMENT

The mission of Student Involvement is to provide experiential learning opportunities that engage, educate, and empower students through an inclusive and equitable environment. We strive to fulfill our mission through programs, services, events, and learning experiences that cultivate community, develop engaged leaders, strengthen students' connection to Auburn, and enhance their success.



NOW HIRING:

GRADUATE ASSISTANT, STUDENT INVOLVEMENT

The minimum qualifications are as follows:

- Bachelor's degree;
- All candidates must be either current Auburn University graduate students, *OR* will be enrolled for the upcoming academic year. Proof of acceptance or class schedule may be required;
- Excellent written and oral communications skills;
- Strong interpersonal skills that would allow for frequent and comfortable conversations with administrators, staff, faculty, and students;
- Organizational skills and the ability to prioritize and handle multiple tasks;
- Desire to work with students and assist in their growth and development;
- Completion of a successful background check.

The additional, desired qualifications are as follows:

- Graduate students pursuing a master's degree in Higher Education Administration, Adult Education, Educational Leadership, Educational Psychology, or a related field;
- Prior experience with student run programs and/or organizations;
- Prior experience as a student leader in a college setting.

